

Nebraska EMS Conference Grant Guidelines

(Please note that some guideline points have changed. Please read carefully.)

Next Grant Application Period is for conferences from

January 1, 2016 – May 31, 2016

*Applications for July-December conferences may be submitted **February 15-April 1***

*Applications for January-May conferences may be submitted **August 15-October 1***

ONLY ONE REQUEST PER APPLICATION WILL BE ACCEPTED

Incomplete and late applications will NOT be considered.

The Nebraska Emergency Medical Services & Trauma Program (NEMSTP) may fund classes for Emergency Medical Services Providers based on available continuing education funds.

Please note the following requirements:

1. The Nebraska Emergency Medical Services & Trauma Program must be identified as a participant in funding on all advertising, brochures, and conference materials.
 2. In order to help ensure that the conference meets National and State EMS education guidelines, the conference committee must include a representative of, or have a formal consultation agreement with, a State of Nebraska Approved EMS Training Agency.
 3. Request only one conference per form.
 4. The EIN (previously FTIN) or SS number has been removed from the application form. If we don't already have your EIN or SS number, we will contact you.
 5. Conference Application must be submitted no later than **October 1, 2015**.
 6. Conference must be held prior to **May 31, 2016**.
 7. To be considered for a contract, the Conference Funding Request Form must be submitted for approval to the NEMS Program at least forty-five (45) days prior to the conference.
 8. For contractors to receive payment the contracts must be signed by the contractor and the NEMS Program at least one working day prior to the conference. The invoice and roster must be returned to the Nebraska EMS office within 90 days of completion of services. Failure to comply may result in nonpayment.
 9. A conference is defined as having two or more instructors, offering at least six (6) hours of continuing education and having multiple EMS topics.
 10. Classes must meet the objectives of the National EMS Education Standards for the Emergency Medical Responder, EMT, Advanced EMT and/or Paramedic.
 11. Grant funds may not be used for certifying courses (EMR, EMT, AEMT, Paramedic) nor can they be used for Refresher courses.
 12. Funds may be used for EMS-Instructor development topics that fit into one of the four required instructor renewal subject renewal areas.
 13. A qualified EMS Instructor or subject matter expert in a specific field must teach all classes.
 14. A one-day conference may be funded up to **\$600.00**.
 15. Multiple day conferences may be funded up to **\$1,200.00**.
 16. When the EMS conference is at least 60% EMS training, grant funds may be used to pay for a specific class, a track of classes, materials to support the instruction of a class, for room rental to conduct the conference, and for instructor mileage if greater than (30) thirty miles.
 17. When the conference meets the minimum training requirement of (60) sixty percent EMS training, the conference will be reimbursed up to **\$40.00** per instructional hour.
- The **EMS Conference Funding Request Form** needs to be submitted prior to funding approval.*

18. When the primary focus of a conference is fire or emergency management and contains less than (60) sixty percent EMS instruction, the instructor fee will be adjusted to be consistent with fees paid by the Nebraska State Fire Marshal's Office and the Nebraska Emergency Management Administration. The adjusted pay will be up to **\$22.50** per instructional hour plus **\$10.00** per class or instructional period for set up and takedown time, for the maximum total of **\$400.00**. *The **NON-EMS Conference Funding Request Form** needs to be submitted prior to funding approval.*
19. The Contractor must provide the following items (where applicable) in order to receive reimbursement for approved conference expenses:
 - Signed invoice (Invoice provided with Contract)
 - Conference roster & conference brochure
 - Receipts for instructor payments
 - Receipts for motel with zero balance
 - Receipt for meeting room rental
 - Receipts for materials
20. Conference application must be turned in by deadline date for a grant application to be entered into the NEMSTP Continuing Education Calendar.
21. Classes must be open to all EMS Providers.
22. A class evaluation form will be provided by instructors or conference committee and upon completion will be returned to the sponsoring Training Agency.
23. It is the responsibility of the contractor to advertise for the conference.
24. Classes must meet ADA requirements. Any advertisement must include the following statement: *"The Nebraska Emergency Medical Services Program will not discriminate on the basis of gender, race national or ethnic origin, religion, marital status, age, or disability".* It is the intent of NEMSTP Program to comply with both the letter and the spirit of the law in making certain that discrimination does not exist in its policies, regulations and operations.

When you have completed the application you may forward the form by pressing the submit button. The form will go to the following addresses:

Gary Miller gary.miller@nebraska.gov & Brian Monaghan brian.monaghan@nebraska.gov